

Neighborhood Sustainability Grants (Updated April 2020)

The Neighborhood Sustainability Grant Program was created to inspire creative projects that enhance community sustainability and to foster community partnerships that promote sustainable and healthy lifestyles. The Neighborhood Sustainability Grant is funded through the Environmental Management Fee and Water Services Fees. Generally, the Water Services Fee funds water conservation projects and the Environmental Management Fee funds climate action, food, waste and resilience projects. Annual funding for the grant is subject to availability and is determined according to Sustainability Priority Areas. Grant applications will be accepted once per year.

Guidelines for Neighborhood Sustainability Projects

1) Eligibility:

Individuals, groups of individuals, community groups, educational groups, not-for-profit organizations (501C-3), and locally-owned businesses whose projects align with Sustainability Priority Areas and are within Flagstaff city limits are eligible to apply. Successful applicants are eligible for one grant award per fiscal year.

2) Grant Awards:

Applicants must be present in person to the Sustainability Commission for consideration. Preference will be given to proposed projects that address the objectives listed below. Discuss the objective(s) that applies to your project. Proposals in excess of \$2,000 will not be considered.

3) General Criteria:

- Application clarity and completion
- Feasibility of budget and timeline
- Conformity with project objectives
- Alignment with category objectives
- Project longevity

4) Project Objectives:

- Educational or outreach, either as an integral part of the project (e.g., workshops) or to communicate the benefits of a specific project to a broader audience.
- Volunteer engagement or management.
- Building community partnerships.
- Historical connection to the community.
- Improvement and/or expansion of an existing project.

5) Project Objectives by Category

The Sustainability Commission is seeking projects in the following five categories: food, waste, climate action, resilience, and water conservation. Criteria for each category are included below. The best projects will meet all three criteria.

Food

- Improves access to and education on healthy, sustainably-grown food including gardens and backyard livestock.
- Increases food recovery efforts that redirect excess food to food-insecure populations.
- Increases pollinator habitat.

Waste

- Educates and promotes proper recycling and waste prevention behavior.
- Increases recycling and composting opportunities and infrastructure.
- Increases access to sharing economy and reuse opportunities, such as tool lending libraries.

Climate Action

- Reduces greenhouse gas emissions associated with energy use in buildings, transportation, or consumption.
- Educates participants or community members on impacts on climate change in Flagstaff.
- Encourages participants or community members to take local climate action through behavior change or community actions.

Resilience

- Provides learning opportunities for community members on resilience and adaptation concepts.
- Provides opportunities for community members to connect with each other, and/or share knowledge and skill sets.
- Strengthens community systems, improving community preparation for or response to extreme weather, economic uncertainty, natural disasters, or other events.

Water Conservation

- Explores or utilizes innovative technologies and/or practices to conserve water.
- Reduces water consumption.

6) Requirements:

- Applicants are required to abide by all City, State, and Federal laws and regulations.
- The work must be completed within twelve (12) months of the grant being awarded, otherwise a formal justified extension must be requested.
- Applicants must apply to a primary category: food, waste, climate action, resilience, or water conservation.
 - If applicable, applicants may select a secondary category if the project is aligned with more than one category. To ensure an even distribution of funds across project categories, the Sustainability Commission may choose to evaluate the project based on the secondary category rather than the primary.
- All Water Conservation projects must include an estimation of total water usage on the property where the project will occur and a narrative explaining how the project will save water.
 - Installation of City of Flagstaff water or sewer infrastructure is outside the scope of this grant.
- All application materials will be considered public information.
- Successful applicants must:
 - Meet with Commission grant liaison or City staff within the first month of the project start date to review the project timeline and goals;

- Provide a final report 30 days following the completion project [a final report template will be provided]);
 - Photo or video documentation is required
- Provide documentation of expenses (e.g., scanned copies of all expense receipts [PDF format]);
- Provide a 5-minute (maximum) project completion presentation to the Sustainability Commission during a meeting in the following year after submitting the final report. Presentations must highlight project accomplishments, new partnerships, project sustainability, and challenges/difficulties faced. Photos are encouraged.
- Disclose any conflict of interest.

7) If awarded, grant funds should not be used to pay for the following. Exceptions to this policy can be made at the discretion of the Sustainability Commission:

- Pay compensation, salaries, commissions, fees, prizes, premiums, or similar expenses.
- Purchase land or buildings.
- Match or augment City-funded projects.

Application Review and Disbursement Process

The Sustainability Commission in partnership with the Sustainability Program will review grant applications and determine awards.

- Complete applications must be submitted once per year by May 31st of the calendar year.
- The Commission reviews all grant applications and determines awards during their June and July meetings. Water Conservation projects are reviewed in June and Sustainability projects in July.
- Attendance at the corresponding Sustainability Commission meeting is mandatory to be considered for a grant. If the applicant cannot attend, they must send a designee.
- Applicants will have 5 minutes (maximum) to provide an overview of their project.
- Sustainability Commission meetings are held from 4:30pm-6:30pm on the fourth Thursday of the month at City Hall (211 W. Aspen Avenue). Please refer to the [Sustainability Commission webpage](#) for meeting dates and agendas.
- The Sustainability Commission and Sustainability Program will use the following evaluation criteria:
 - Clarity and completion of the application;
 - The project conforms with guidelines;
 - Feasibility of the project budget and schedule;
 - Alignment with the Sustainability Commission Project Objectives by the appropriate category, and;
 - Project longevity.
- The Sustainability Commission and Sustainability Program reserve the right, solely at their discretion, to:
 - Refuse an application in whole or in part, for any reason, or;
 - Require additional information from the applicant prior to deciding.
- If the project does not meet the intent of the original application and award of funds, the applicant will be required to return part or all of funds dispersed.
- The City of Flagstaff reserves the right to remove any physical installations or improvements on public land at any time without compensation.
- Successful applicants must submit a W-9 tax form ([click here](#) to download the form) to Sustainability@flagstaffaz.gov. Once submitted, applicants will receive grant funds in the form of a check between six and eight weeks.

Exclusions

Sustainability Commissioners are not eligible to directly apply and will recuse themselves from the review of applications from organizations/efforts in which they are substantially involved. Efforts in which Commissioners are remotely involved will not require recusal. If a Commissioner must recuse themselves from the grant review process, s/he must remain recused for the remainder of the fiscal year.

Applicants are asked to disclose conflicts of interest while submitting their grant application, including personal or family member financial gain from the grant award.

NEIGHBORHOOD SUSTAINABILITY GRANT APPLICATION

To all applicants: We strongly recommend that you complete application questions in an offline platform and copy and paste them into this application once you are finished in order to avoid loss of information due to potential internet connection issues. **Once complete, please submit your responses using the SurveyMonkey link on the [Sustainability Commission webpage](#).**

PART 1 – PROJECT INFORMATION

1. Project Title:
 2. Contact Person:
 3. Organization (if any):
 4. Contact Address:
 5. Contact Email Address:
 6. Contact Telephone Number:
 7. Project Physical Address:
 8. Tax ID # (if an organization):
 9. Please select the primary project category*: ☐Food ☐Waste ☐Climate Action ☐Resilience ☐Water Conservation
 10. Please select the secondary project category (if applicable): ☐Food ☐Waste ☐Climate Action ☐Resilience ☐Water Conservation
- *Note: Please refer to grant “Guidelines” to determine your project category.

11. Please provide one or two sentences that describe the project:

12. Total Grant Amount Requested (not to exceed \$2,000 total):

PART 2 – REQUIRED APPLICATION MATERIALS

13. **Project and Project Goals:** Describe the project and its goals. Include in appropriate detail how the project matches the goals for the Guidelines for Neighborhood Sustainability Projects. Include the geographic area/neighborhoods/communities affected. All Water Conservation projects must include an estimation of total water usage on the property where the project will occur and a narrative explaining how the project will save water.
14. **Community Partners:** List the individual(s), community groups, or not-for-profit organizations affiliated with the project and describe the responsibilities of each.

Describe which of the cooperating organization(s) have already agreed to participate in the project and provide contact information for a person from each organization. For some projects it may be appropriate to list organizations that you anticipate cooperating with but do not yet have a commitment from. (3 partners requested)
15. **Previous Experience/Expected Challenges:** Describe any expected challenges and how you anticipate overcoming these, including through previous experience.
16. **Project Milestones and Timeline:** Provide a list of project milestones with an approximate timeline. Include details necessary to accomplish each milestone.

17. **Project Sustainability:** Describe how/whether the project might be maintained beyond the life of this grant and include these efforts in the project milestones.
18. **Other Project Details:** If appropriate, describe current use of site and relevant details of ownership.
19. **Optional Upload:** Upload a map or photo of the site (limit 16MB).
20. **Detailed Budget and Budget Narrative:** Provide the total project budget in detail, specifying which aspects of the project are to be funded by the Neighborhood Sustainability Grant and include any additional funding sources. The narrative should provide a general overview of how the grant funds would be used.

Optional: Follow the budget template provided below and re-upload in the next question. Type “see attachment” in the comment box if using this option.

BUDGET ITEM DESCRIPTION	COMPUTATION		Quantity Type	TOTAL COST
	\$/Unit	Quantity		
Supplies and Materials				
Equipment				
Other				
TOTAL FUNDS REQUESTED				
List additional funding sources below.				
TOTAL ESTIMATED PROJECT COSTS				

21. **Optional Budget Upload:** Upload your budget and narrative (file size limited to 16MB).
22. **Community References:** Include at least two independent references.
- a) Name:
Affiliation:
Occupation:
Phone:
Email:
 - b) Name:
Affiliation:
Occupation:
Phone:
Email:
23. **Optional – Letters of Support:** Letters of support are optional. If your application includes letters of support, please compile your letters into one PDF and upload (file size limited to 16MB). Use the following file name: Your Name_Your Project Title Abbreviated_Sustainability Grant_Month Year.

PART 3 – SIGNATURE

I have read and understood the information regarding my application for a Neighborhood Sustainability Grant and I understand that the grant money is not a prize for personal profit or gain and is strictly for the project described. I further understand that the City of Flagstaff has the right to allocate and supervise the spending of the grant money and when projects do not proceed within the stated timetable, the City of Flagstaff reserves the right to request that the grant be refunded. I understand that recipients of these grants may be invited by the City of Flagstaff to participate in promotion and publicity of the project.

Applicant Signature:

Name:
Title:
Date: